

CSR STANDARDS FOR CONTRACTORS OF RAFINERIA GDAŃSKA SP. Z O. O.

Dear Contractor,

in Rafineria Gdańska Sp. z o. o. (hereinafter: Rafineria Gdańska) we are aware of our responsibility for consequences of our actions, as well as of the role in the process of shaping ethical and business standards functioning in our environment. Thus, both in internal relations and in relations with our contractors, as well as in social communication and activity, we follow the Corporate Social Responsibility rules, applying uniform evaluation standards of ethical conduct of our staff and business partners, respecting human rights, staff rights and caring about the environment.

We thus confirm the importance of rules of professionalism, transparency and cooperation in our daily work, in the spirit of responsibility for the impact of our actions on the environment we live in, while underlining our involvement in creation of the best standards of human rights protection and observance, work standards, environmental protection and combatting corruption.

The aforementioned rules and practices we rely on are universal and should determine the directions and standards of actions effective within all structures, regardless of their size, complexity or area in which they operate. Thus, undertaking all efforts in the implementation of the highest ethical standards in our own organisation, we also want them to be important examples for all entities participating in the process of execution of our tasks.

We thus require you, our dear Contractor, to meet the following standards related to:

ENVIRONMENTAL PROTECTION

We require the observance of legal regulations related to the widely understood environmental protection, in particular regarding obtaining the required permits, submission of notifications and information and respect of limitations to the use of the environment, using the potential of closed system economy and conduct according to the rule of sustainable development, as well as undertaking actions limiting the negative impact of own operations on the environment.

SAFETY

We require you to ensure, follow and apply the generally effective regulations, rules and standards of conduct, as well as professional standards related to the widely understood occupational and process safety, health protection, fire protection and physical security related to your activity, as well as to observe the obligations undertaken in these areas as a part of cooperation with Rafineria Gdańska. We require you to undertake actions aimed at minimising occupational, process and technical risks, and to prevent accidents at work, as well as other hazards. We require you to promote the culture of occupational safety and follow the "zero tolerance" rule applied to violations of rules and safety requirements.

HUMAN RIGHTS

We require you to promote equal changes of the staff and to ensure dignified work conditions, free of any kind of discrimination. We require you to observe labour law regulations, including regulations related to the minimum salary, work time and the freedom of association of the staff.

We require you to implement international standards of human rights, as well as the lack of tolerance to all forms of illegal, forced, slave labour or work violating human dignity.

IMPACT ON THE SOCIETY

We require you to include social issues and the drive to integrate own business with social, environmental, ethical and human rights values in the business activity.

PROHIBITION OF CORRUPTION AND PAID PROTECTION

We require strict policy of zero tolerance for corruption-like behaviour, which should be understood as the prohibition of offering and granting any material or personal benefits in order to influence any decision of the staff of business partners or state officials.

We require you not to undertake actions leading to selection of your offers in an illegal manner or in a manner contradicting good customs and not to participate in any negotiations or agreements with other third parties which intended to impact the choice of your offer during a procurement procedure.

NO CONFLICT OF INTERESTS

We require you to immediately inform about any conflicts of interests in our relationship, which could pose an obstacle to a correct execution of the procurement procedure and to Order/Contract execution, which could influence your or our impartiality, the quality of your work or services, independence or reliability, as well as to follow due diligence within the scope required for the current business activity and to undertake actions aimed to avoid conflicts of interests.

OBLIGATIONS OF YOUR PARTNERS TO OBSERVE THE AFOREMENTIONED RULES

We also expected that the rules presented above shall be observed not only by our direct contractors, but also by all entities involved in processes initiated Rafineria Gdańska. Thus, we require you as our Contractor to also oblige your own partners, vendors, suppliers and all other persons involved in actions executed for us to observe all these rules. This is the only way we can have actual impact on promotion of our values and the shaping of attitudes we see as desirable in business and in our professional life.